DCI/RMS 78-1215
31 October 1978

25X1   MEMORANDUM FOR:

Direcor, Information Resources Office

25X1   FROM:

Acting Director, Policy Guidance Office

SUBJECT: Input to the DCI's Annual Report   25X1

25X1   1.   Preparation of the DCI's Annual Report for calendar year 1978,
due to the President and the Congress by 25 January 1979, is now under way.
The DCI has approved a concept for this year's Annual Report which is more
selective than last year's, both because this seems more appropriate to a
1978 characterized by attention to key intelligence issues rather than the
comprehensive report approach used for 1977 as a year of extensive community
restructuring, and also to limit length for a busy reader to a manageable
30-40 pages (last year's ran 80 plus). The DCI has also approved an outline
for this year's report (Attachment 1). Part I is designed to allow the DCI
to highlight the particular characteristics and emphases of 1978 in intelli-
gence; Part II is intended to air several issues of great importance to him,
his key Executive users, and the Congress. The Annual Report will carry
a high classification and receive extremely limited distribution.

25X1   2.   We request your help on community ADP which is among the Part II
issues of special concern. What are the most significant strides in community
ADP in 1978? How would you roughly class and prioritize projects now engaging
your attention, and why?

25X1   3.   On a more generalized plane, we would like the DCI to be able
in this year's Annual Report to speak to community ADP in the context of OMB
and Congressional concerns about manpower and commonality of intelligence
support functions generally (plus their ceilings on annual ADP growth), with
some perspective on how far intelligence use of ADP has come, and the kinds
of tasks yet ahead of us. Specifically:

        -- Where are we in the process of formulating policy for and
        implementing intelligence communitywide networks and ADP resource
        sharing? Which major tasks are getting or need early major attention
        in this arena? What are the important limitations on this process
        (requirements better served by dedicated internal networks, fiscal,   25X1
        political, ADP security, etc.)?

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-- What is your overall perspective on community data base management? To what degree can/should we use general purpose commercial products for data base management; to what degree do we need to build and maintain special purpose data base management systems? What general comments can you make about development and maintenance cost/performance trade-offs?

-- Beyond more efficient and comprehensive data base maintenance and manipulation, does data yet exist on the utility of ADP to improving the core analytical aspects of analysts' productivity (e.g., as an aid in scenario analysis, as a tip-off to the onset of a threshold of warning activity or events, etc.)? Are some community production components experimenting with or actually using ADP in core analytical functions beyond a data manipulation stage?

-- What general criteria have you developed for evaluating cost/performance trade-offs in tailored software development vs. use of hardware/firmware and other off-the-shelf commercial capabilities?

-- What general comments can you make about criteria that should govern the mix of central ADP service centers vs. small distributed system service centers?

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4. [ ] Although we recognize that the following two issues have probably not been widely addressed in the intelligence community, is there any serious work ongoing on them:

-- What experience has the community developed in measuring software productivity (e.g., via instructions per time segment, higher order of language use, programmer teams, etc)? What general lessons have been learned about how to evaluate and control programmer utilization?
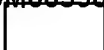
-- How widespread in the intelligence community is the charge-back of ADP to users for whom services are provided? What utility and drawbacks does this approach have as a management tool?

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5. [ ] You are of course welcome to provide input or comment on any of the outline topics. [   ] is responsible   25X1 for producing this year's DCI Annual Report. Please identify a principal point of contact for her to work with. We shall need your comments by COB

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15 November, in order to accomplish integrated drafting of the entire
Annual Report in November, review in December, and DCI clearance and
production in January.   25X1

Attachments:
   1. DCI Revised Outline - AR for 1978
   2. DCI letter to NFIB principals requesting
       help on Annual Report

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